

1960

ILLEGIB

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

Superseded
DDP PROJECTS and PROGRAMS GROUP



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JUST	22	NEXT REV	2011	AUTH:	HR 10-2

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Comments on DDP/PG Records Control Schedule

FROM:

DDP/PG

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDP/RMO
2010 L

22 Aug 60

As discussed with DDP/RMO, the Records Control Schedules for PG have been corrected to include the phrase "unless required for historical purposes" in the description of records covered by your comments. These records series are to remain "Temporary."

25X1

1 to 3: Please note the attached concerning a Records Control Schedule for DDP/PG. The attached copy is for your files. We are retaining one copy in this office.

To file

7.

8.

9.

10.

11.

12.

13.

14.

15.

1-3 pls advise if any changes are required in the attached

See attachments -

~~SECRET~~

20 SEP 1960

DDP/RMO

Chief, Records Management Staff

Comments on DDP/PG Records Control Schedule

1. This is in reply to [redacted] request for our comments on the DDP/PG records control schedule. [redacted] If this Staff has already discussed with [redacted] the evaluation of certain items on that schedule.

2. I am especially concerned with the "temporary" evaluation of the official records of the Project Review Committee in item 10 of the CA [redacted] schedule. The PRC is a high level Committee that plays an important role in the formulation of Agency policy. Copies of Project Outlines and related records in offices of the DDS and DDI areas, as well as in the Office of the DCI, have been scheduled for destruction on the basis that record copies would be retained by the PRC Secretary. The official records of this Committee have archival value, and it is my recommendation that the files described in item 10 be scheduled for permanent retention.

3. Item 8 of the same schedule is titled "Policy and Historical Files." If this file does contain records documenting the history and policy of PRC and/or the CA [redacted] it should be scheduled as permanent unless the same information is available in a similar file.

4. If I can be of further assistance in this matter please call me.

25X1

Distribution:

Original - Addressee

1 - RMS Copy

25X1 ✓

PG. Sch. 10
118.3 can't
all 100%

CONFIDENTIAL

ACR-100

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

MEMORANDUM FOR THE RECORD

14 September 1960

SUBJECT: DDP/PG Records Control Schedule

25X1 1. Met today with [] and discussed the following items on the schedule. The unanswered questions will be checked

25X1 []

X1

Item 1. Are copies of CS plans retained elsewhere?

Item 2. Is this the Chief's subject file documenting the management of the Group? Is this information available elsewhere?

Item 3. Where is the office of record for Operational Programs?

X1

Item 1, 2. Are these actual project files or simply related records. (They are related records).

X1

Item 1. Same as 1 above.

Item 3. Is this a true index that must be used to find a project file. (The answer was no - it's more of a log).

Item 8. This file sounds important - shouldn't it be retained?

25X1 Item 10. Are these the official files of the PRC established by [] (The answer was yes). I then
25X1 told [] that the files should be retained permanently. He asked that we write a memo on the matter to provide some official ammunition.

25X1 []

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~~SECRET~~

RECORDS CONTROL SCHEDULE NO. 5
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400130001-5

OFFICE, DIVISION, BRANCH

CONCURRENCE

25X1 CS/PG

SIGN

25X1

TITLE Chief, DDP/PG

DATE

ITEM NO.

FILES IDENTIFICATION
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

- | | | | |
|----|--|-----|--|
| 1. | Planning Documents

Consists of CS General Plan, CS Planning System, Character and Level Papers, Review Board Programs, etc. (1958-) | 4.5 | Temporary. Destroy when superseded or upon becoming obsolete, unless required for historical purposes. Maximum retention period two (2) years after being superseded. Review annually. |
| 2. | Subject Files

Consists of papers pertaining to operational programming such as: instructions for the preparation of operational programs, terminations, curtailments, personnel status reports, fiscal data, program summaries, budgets, financial summaries, etc. (1957-) | 8.0 | Temporary. Destroy when superseded, obsolete, or no longer needed for reference. Review annually. |
| 3. | Operational Programs
a. Preliminary Estimates
Held by fiscal year, by Division and Staff, covering a three (3) year period including fiscal year next succeeding the current year. (1959-1961) | 6.5 | Temporary. Destroy when three (3) years after being superseded. |
| | b. Operational Programs
Held by fiscal year, by Division and Staff, covering a three (3) year period, including fiscal year next succeeding the current year. (1959-1961) | 3.0 | Temporary. Retain two (2) years after being superseded, then retire to Records Center. Destroy when eight (8) years old, <i>UNLESS REQUIRED FOR HISTORICAL PURPOSES.</i> |

22.0

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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4.	Related Missions Directives Consists generally of copy #2 of the RMD and related papers by country. (1954-1960)	3.0	Temporary. Destroy three (3) years after being superseded or rescinded, or at any time before the three-year period as considered appropriate. Review annually.
5.	Chronological Files and Logs		
	a. Correspondence chronos.	0.5	Temporary. Destroy after one (1) year.
	b. Cable chronos.	0.5	Temporary. Destroy after one (1) year.
	c. TS controls.	1.0	<i>Temporary. Destroy with CS/18-11</i> Permanent. Destruction not authorized.
6.	Reference Materials		
	a. National Intelligence Estimates (1958-1960)	0.5	Temporary. Destroy when no longer of value, superseded, or rescinded.
	b. OCI Handbooks.	1.0	Same
	c. OCB Operations Plans	1.0	Same
	d. Agency and CS Issuances	1.5	Same

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

25X1DDP/PA

TITLE

Chief, DDP/PA

DATE AUG 8 1961

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

- | | | | |
|----|--|----------------|--|
| 1. | Project Files (Active)
Consists of project outlines and correspondence related to the approval, amendment, renewal, extension or termination. Filed chronologically by cryptonym. (1949-present) | 26.0 | Temporary. Remove to inactive file upon termination. |
| 2. | Project Files (Terminated)
Consists of papers on terminated projects. (See item 1. above). | 3.0 | Temporary. Retire one year after termination to the Records Center. Destroy three (3) years thereafter. Review annually. |
| 3. | Project Index
Consists of 3x5 cards constituting index to projects. Filed by cryptonym. (1949-present) | 3.0
1? → | Temporary. Maintain as a log of action and destroy when the project file is retired to the Records Center. |
| 4. | Project Summary Data File
Consists of Form 1204, Project Summary Data, for each [] active or terminated. | 2.0 | Temporary. Retire with respective project to Records Center one (1) year after termination. Destroy five (5) years thereafter. Review annually <i>UNLESS REQUIRED FOR HISTORICAL PURPOSES.</i> |
| 5. | Projects Assets File
a. Summaries
A record of materials, personnel, media, etc. employed in the operation of the project. (1954-1958)

b. Index
Held on 3x5 cards, serving as cross references to projects, personnel, areas, etc. (1954-1958) | 0.5

7.0 | Temporary. Retain until Jan. 1961. Retire to Records Center and destroy after five (5) years.

Same |

41.5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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6.	Operational Programs Planning documents prepared for budgetary and operational guidance. (Current)	2.0	Temporary. Retire to Records Center when superseded or obsolete. Destroy after three (3) years, Review annually. UNLESS REQUIRED FOR HISTORICAL PURPOSES.
7.	Chronological Files and Logs a. Project Action Chronos.	1.0	Temporary. Destroy after one (1) year.
	b. TS Controls.	0.5	Temporary Destroy when S/P 10-11 Permanent Destruction not authorized.
8.	Policy and Historical Files Consists of papers pertaining to activities of [redacted] as regards Project Review Committee, etc. (Current)	6.0	Temporary. Screen annually and destroy papers no longer of value.
25X1		?	
9.	Agency and CS Issuances.	1.0	Temporary. Destroy when no longer of value, rescinded or superseded.
10.	Project Review Committee Files. Consists of official records of the Project Review Committee under responsibility of Chief, [redacted] as PRC Secretary. Files include:	?	
25X1			
	a. Agenda and Meeting Minutes	1.0	Temporary. Retain one (1) year after meeting, then retire to Records Center. Destroy after ten (10) years. Review annually.
	b. Pending Action	0.5	Temporary. Hold in completed action file for one (1) year, then retire to Records Center. Destroy after ten (10) years. Review annually.
	c. Completed Action.	3.5	Same
11.	National Security Council Briefing Files Consists of papers, reports and studies covering financial and other information pertinent to [redacted] (Current)	4.0	Temporary. Destroy when obsolete or superseded. Review annually.
		5	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12.	<p>Visual Aids</p> <p>Consists of charts of varying sizes used in briefings and project presentations.</p> <p><i>★ Item 10 a should be permanent. To be changed by DDP in July 1961 per Reg Wilson RMO. R.L. 1/13/61</i></p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400130001-5</p> <p>SECRET</p> <p>CONFIDENTIAL</p>	<p>Temporary. Destroy when obsolete.</p>

SECRET

18 July 1960

MEMORANDUM FOR: DDP Records Management Officer

SUBJECT : Records Control Schedules

REFERENCE : Memorandum from Chief, DDP/PG to DDP/RMO, dated 17 June 1960; Subject: Annual Report - Records Management in the CS, paragraph 6.

1. Attached are three (3) copies each of Records Control Schedules for:

25X1 a. CS/PG [redacted]
b. CS/PG [redacted]

25X1

2. The schedule for the [redacted] is a revision and supersedes the schedule dated 21 April 1959 prepared while the Section was under [redacted]

25X1

3. A schedule for the [redacted] is in draft form and will be forwarded upon completion.

25X1

[redacted]
Chief, DDP/PG

Attachments: (2)
Records Control Schedules

1000000

Records Center Release 2005/11/21 : CIA-RDP78-00487A000400130001-5

OFFICE, DIVISION, BRANCH 25X1 CS/PG [REDACTED]		SCHEDULE NO. 87A000400130001-5	
		CONCURRENCE	
		SIGNATURE	
		TITLE 25X1 Chief, PG [REDACTED]	
		DATE JUL 18 1960	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	Project Files. a. Active. Consists of project action requests and correspondence related thereto. Filed alphabetically by cryptonym. b. Terminated. Same as 1a. above for terminated projects. c. Pending Action. Same as 1a. above for active projects pending approval action. d. Sensitive. Same as 1a. above for sensitive projects. (c. 1952-1960)	16	Temporary. Retain indefinitely. Retire to "terminated" file on termination. Temporary. Maintain in PG for five (5) years, and retire to the Records Center for five (5) years. Retain projects with long-range commitments indefinitely. Temporary. Return to active or terminated file as appropriate. Temporary. Same as 1a. above.
2.	Logs a. Incoming and outgoing correspondence. b. Top Secret	1	Temporary. Destroy after 3 years. Purge annually. Permanent. Destruction not authorized. <i>Temporary. Destroy under CS 10-11</i>
3.	Correspondence File. Consists of all non-project correspondence. Filed by subject. (c. 1952-1960)	(?)	Temporary. Review annually. Retire non-current but significant material to Records Center. Destroy other material as appropriate.
4.	Project Summary Record. Consists of Form 452 (McBee Keysort card - letter size) with pertinent basic project information and a record of all action taken. Filed by cryptonym. (1952-1960)	2 (19)	Temporary. Maintain active project cards indefinitely. For terminated projects, cut off annually and destroy 8 years thereafter, <i>UNLESS REQUIRED FOR HISTORICAL PURPOSES.</i>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	Agent Files. Approved For Release 2005/11/21 : CIA-RDP78-00487A000400130001-5 a. Project Contract Record. Form 453 (McBee Keysort card) containing contract data on agents and identifying information. Filed alphabetically by cryptonym. (1954-1959) b. Agent and other Cryptonym File. 3x5 cards indicating cryptonym and parent project, changes in cryptonyms, etc. (1951-1954)	1 3	Temporary. Destruction not authorized. Retire to inactive file on termination of the agent. <p style="text-align: right;">AT THIS TIME</p> Temporary. Destruction not authorized. Review concept of file annually.
6.	Regulatory Issuances and Policy. a. Agency and CS Regulatory issuances b. Branch Policy Books. Extra copies of policy and precedent memoranda and selected issuances for Filed alphabetically by subject. (Current)	4	Temporary. Destroy when superseded or rescinded. Temporary. Destroy when superseded or rescinded.
25X1	7. Financial Records. a. Form 680 and Notification of Project Approval. b. Financial Code Symbols. (current)	2	Temporary. Maintain for two (2) years and destroy. Temporary. Destroy when superseded.

7.3

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